

|  |  | <b>Department</b><br><b>Widecombe-in-the-Moor Primary School</b>   | <b>Academy Risk Assessment</b>                              | <b>RAA01</b> |
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|  |  | <b>Name and Address of Academy</b><br><b>Widecombe-in-the-Moor Primary School, Widecombe, Newton Abbot, TQ13 7TB</b>                     |   |              |
| <b>Person(s)/Group at Risk</b><br><b>Pupils, staff, parents</b>                                  |  | Initial Assessment <input type="checkbox"/><br>Review <input checked="" type="checkbox"/><br>Following Incident <input type="checkbox"/> |   |              |
| <b>Activity/Task/Process/Equipment</b><br><b>School reopening for the autumn term 2020</b>       |  | <b>Date of Assessment 13.07.2020</b><br><b>Assessor(s) Des Stokes Academy Head</b><br><b>Shared with Staff- September</b>                |   |              |
| Significant Hazard and possible Outcomes/injuries  | Control Measures in Place  | Are any additional measures or actions required? (if yes put on the Action Plan)   |   |              |
|  |  | Yes  | No  |              |
| <b>Is government advice being regularly accessed, assessed, recorded and applied?</b>            | <ul style="list-style-type: none"> <li>E.G DfE advice is checked daily.</li> <li>risk assessment is a live document and will be changed according to latest guidance. New date will be applied and RA will be sent to all staff after any alteration</li> <li>changes are reviewed by senior leadership (sent to CEO)</li> <li>Trustees interrogate risk assessments</li> </ul>  |  | <b>X</b>  |              |
| <b>Staff Training: using and monitoring new practices to reduce risk of COVID19 transmission</b> | <ul style="list-style-type: none"> <li>Training of all staff via briefing prior to start – to include contents of this RA, First RA, Fire policy &amp; procedures, alternative layouts, use of PPE, location of designated space for suspected cases.</li> <li>Use of PPE: Donning &amp; Doffing guidance given to all staff &amp; discussed at debrief. (discussed on 1.6.20 and again in September 2020)</li> <li>Academy Heads /senior teachers to monitor arrangements throughout the day and make remedial actions where needed.</li> <li>Ensure there are opportunities for all staff to raise concerns / make suggestions~ via briefings</li> <li>Ensure bins for tissues are emptied throughout the day. Follow guidance on disposal of waste ~ lunch time staff to empty bins</li> <li><a href="https://www.gov.uk/government/publications/safe-working-in-education-">https://www.gov.uk/government/publications/safe-working-in-education-</a></li> </ul> |  | <b>X</b><br><b>Inset day</b><br><b>3<sup>rd</sup> Sept.</b> |              |

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|   | <p>childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of</p>   |  |   |
| <p><b>PARENTS</b><br/> <b>Drop off/pick up transport</b><br/> <b>Maintaining social distancing</b><br/> <b>site security</b><br/> <b>infection controls</b></p> | <ul style="list-style-type: none"> <li>• No additional adults, ie parents allowed access to school building to reduce infection transmission.</li> <li>• One parent/family is permitted in to the school reception at a time. The office is open , however we encourage parents to call and receive support over the phone or via email.</li> <li>• School transport: administrator has made contact with DCC supplier and ensured running/ social distancing measures are in place.</li> <li>• At the beginning of the day each bubble has a staggered start time. Parents to bring their children to the gate where they will be met by a member of staff. Parents are not allowed on the school site. At the end of the day, children are returned to the field for staggered collection by parents.</li> <li>• Parents, children and staff will be asked to engage with education resources such as e-bug and PHE schools resources found on the following link: <a href="https://e-bug.eu/">https://e-bug.eu/</a></li> </ul> <p><b>START OF DAY</b></p> <ul style="list-style-type: none"> <li>• Staggered start time to the school day:</li> </ul> <p>Upper Dart pupils to arrive between 8.45 and 8.55, enter school via main gate. To be met by Academy Head or class teacher and directed to go to wash hands, apply sanitizer and sit at named desk in Upper Dart</p> <p>Lower Dart pupils to arrive between 8.55 and 9.05, enter school via main gate. To be met by Academy Head or class teacher and directed to go to wash hands, apply sanitizer and sit at named desk in Lower Dart.</p> <p>Webburn pupils to arrive between 9.05 and 9.15, to enter school via main</p> |  | X |

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|  | <p>gate. To be met by Academy Head or class teacher. TAs to support children in washing hands and applying sanitizer and guided to their morning activity.</p> <p>Siblings are to be dropped off at the same time and Academy Head or class teacher will direct pupils to go to their classroom, wash their hands, apply sanitiser and sit at their named desk.</p> <p><b>END OF DAY</b></p> <ul style="list-style-type: none"> <li>• Reception children transition arrangements: <ul style="list-style-type: none"> <li>○ Week 1- Reception children will be collected from the staff car park at 12.00. Social distancing measures to be observed</li> <li>○ Week 2- Reception children to be collected at 1.15pm from the staff car park. Social distancing measures to be observed</li> <li>○ Week 3- Reception children to be collected from the school field at 3.30 pm</li> </ul> </li> <li>• 3:10 pm Upper Dart children to be collected from the playing field. All social distancing measures to be the same as morning drop off.</li> <li>• 3:20 pm Lower Dart children to be collected from playing field. Social distancing measures to be adhered to.</li> <li>• 3:30 pm Webburn children to be collected from playing field. Social distancing measures to be adhered to.</li> <li>• Critical workers children may be collected until 4:00pm from the school office where they will be signed out. Social distancing measures to be adhered to.</li> <li>• Staff will send one child to a parent at a time, ensuring social distancing can be effective</li> <li>• Parents are required to take children home immediately and not to stay and use school field for play.</li> <li>• In the event of a child becoming ill / C19 symptomatic parents need to be immediately contactable and able to collect child.</li> </ul> |  |  |
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|   | <p><b>Attendance noted in letter to parents</b></p> <ul style="list-style-type: none"> <li>• “The government have stated that it is mandatory that children return to school and attendance will be monitored. We anticipate that all pupils will return. If you believe you have exceptional circumstances, please let us know and we can discuss this with you individually.”</li> </ul> <p><b>HOME / SCHOOL resources:</b></p> <ul style="list-style-type: none"> <li>• Children will be discouraged from bringing in pens/pencils/rulers/rubber etc. School will provide resources for pupils.</li> <li>• Reading books will not be sent home to avoid any cross contamination/infection</li> <li>• Staff will time table regular cleaning of shared resources during the day. Suggest break &amp; lunch times &amp; end of day as suitable points.</li> <li>• EYFS: Sterilising tablets will be used to soak and sterilise play equipment once a week. Staff will factor this in to their end of day routine.</li> </ul> |  |          |
| <b>Overcrowding in classrooms and corridors</b> | <ul style="list-style-type: none"> <li>• Children are grouped into consistent class Bubbles. Contact between bubbles avoided by staggered timetabling and spaces used.</li> <li>• Desks forward facing and arranged so that face to face seating is avoided. This will not always apply to Webburn.</li> <li>• Classrooms set up where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other groups.</li> <li>• Removal of some furniture may be required to enable this. PE kit to be worn all day on PE day to reduce bags.</li> <li>• Reduce movement around the school using staggered timetabling and spaces, appropriate timetabled selection of classroom or other outdoor learning environments.</li> <li>• Assemblies to take place on MS Teams or in individual class Bubbles</li> </ul>  |  | <b>X</b> |
| <b>Bubbles mixing</b>                           | <b>PLAYGROUND &amp; OUTDOOR AREAS (for use by all)</b>  |  | <b>X</b> |

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| <b>during break times / lunchtimes</b>  | <ul style="list-style-type: none"> <li>• Children will be encouraged to maintain distance between themselves and their peers but we recognise that this will be a challenge. Playground will be split into separate spaces.</li> <li>• Appropriate supervision is in place</li> <li>• Different playground locations are used by different Bubbles at different times</li> <li>• Staggered lunch time timetable in place.</li> <li>• Lunches to be eaten in Class Bubbles. Class Bubble tables to be cleaned down at the end of lunch service by staff within the bubble.</li> </ul>  |  |          |
| <b>Staff social distancing</b>  | <ul style="list-style-type: none"> <li>• Staff should maintain Public health guidance of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. not face to face</li> <li>• The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also held at important for both staff and pupils.</li> <li>• Chairs removed from staff room to ensure distance. Additional room provided to spread out.</li> </ul>  |  | <b>X</b> |
| <b>Premises related matters</b>   |   |  |          |
| <b>Changes to building use being safe for pupils &amp; staff – social distancing markers for toilet use</b> | <ul style="list-style-type: none"> <li>• Children to be made aware of social distancing</li> <li>• EYFS children to use the disabled toilet. Other year groups to use the main toilets.</li> <li>• Toilet use is monitored so that teachers only allow one pupil at a time to go and to ensure that hand hygiene is in place. We can ensure that only one child from each class goes to the toilet at a time during lessons and will need older children to act responsibly and wait before going into the toilet.</li> <li>• children will have lessons in handwashing to ensure they are fully aware of how to maintain best hygiene</li> <li>• Staff to use the staff toilet</li> <li>• Toilets will need to be cleaned regularly (at least daily). Anti-bac spray available between cleans.</li> <li>• Pupils must be encouraged to clean their hands thoroughly after using</li> </ul> |  | <b>X</b> |

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|                | <p>the toilet.</p> <p><b>Lunch Service</b></p> <ul style="list-style-type: none"> <li>• Lunch service will be delivered to and taken directly to the kitchen. Kitchen staff to serve lunch through the serving hatch. Pupils reminded to maintain social distancing as far practical when directed to be directed to get their hot lunch</li> <li>• Children will eat in designated spaces within the hall.</li> <li>• Staff may be required to do a daily lunch duty in order to support Class Bubbles at lunch time. Appropriate timetabling and support staff allow lunch time break for all staff.</li> </ul> <p><b>Staff Room</b></p> <ul style="list-style-type: none"> <li>• Staff must maintain social distancing with other staff as far as possible.</li> <li>• Records of any close contact (within 1 m of someone for more than 15 minutes) must be kept.</li> </ul> |  |          |
| <b>H&amp;S</b> | <ul style="list-style-type: none"> <li>• All health and safety compliance checks have been undertaken before opening:</li> </ul> <p>Health and safety check undertaken of the premises/facilities and building compliance, especially after school has been closed, e.g.</p> <ul style="list-style-type: none"> <li>• Water treatments including legionella</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet service</li> </ul>   |  | <b>X</b> |

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| <b>Fire procedures</b>              | <ul style="list-style-type: none"> <li>• Reviewed the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes. Communicated all changes to staff</li> <li>• Testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</li> <li>• Review required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</li> <li>• Fire evacuation procedures updated with all staff on 4/9/20.</li> <li>• Fire drill to be held within first week of return in September</li> </ul> |  | <b>X</b><br><b>Fire drill completed in week 1.</b> |
| <b>Ventilation</b>                  | <ul style="list-style-type: none"> <li>• Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</li> </ul>  |  | <b>X</b>   |
| <b>Management of waste</b>          | <ul style="list-style-type: none"> <li>• Ensure bins for tissues are emptied throughout the day.</li> <li>• Follow Guidance on disposal of PPE waste (such as used fluid resistant masks)<br/> <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of</a> </li> </ul>   |  | <b>X</b>   |
| <b>Management of incoming goods</b> | <ul style="list-style-type: none"> <li>• Administrator to manage supplies coming into the school, taking into consideration social distancing and hygiene measures. E.g. drop-off point in reception area outside office – one person(the administrator) controls the process</li> </ul>   |  | <b>X</b>   |

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| <b>School owned outdoor play equipment</b>                | <ul style="list-style-type: none"> <li>• Use of the adventure playground will not be allowed anyway during the school day (as cleaning is difficult to maintain between possible groups)</li> <li>• Play equipment can be used (limited range) and will be cleaned in between bubbles.</li> </ul>  |  | <b>X</b> |
| <b>Catering staff are operating in a safe environment</b> | Catering staff to follow the relevant aspects of government guidance for food premises: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a>  |  | <b>X</b> |
| <b>Home / school resources</b>                            | <p><b>HOME / SCHOOL resources:</b></p> <ul style="list-style-type: none"> <li>• Children / parents have been asked to limit the amount of equipment they bring into school each day, to essentials. Children will not bring in pens/pencils/rulers/rubber etc. School will provide for individuals</li> <li>• In YR/Y1 there will be shared resources for use of all children that will be cleaned at regular points during the day.</li> <li>• Reading books will be sent home in September and we will have a returns box for books being returned from reading. Books will be stored for a minimum of 72 hours before being returned to the book shelves for general use again – handed in on a Thursday to be shelved on a Monday.</li> <li>• Staff will timetable regular cleaning of shared resources &amp; hard surfaces during the day. Suggest break &amp; lunch times &amp; end of day as suitable points.</li> <li>• RECEPTION: Sterilising tablets will be used to soak and sterilise play equipment once a week. Staff will factor this into their end of day routine.</li> </ul> |  | <b>X</b> |
| <b>First aid, illness &amp; PPE</b>                       | <ul style="list-style-type: none"> <li>• Guidelines of actions to be taken if someone becomes ill with suspected COVID19 are on display in the staff room and within emergency packs.</li> <li>• Staff member attached to class will take action: <ul style="list-style-type: none"> <li>○ First aid area for an ill child will be in the staff room next to the</li> </ul> </li> </ul>  |  | <b>X</b> |

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|                 | <ul style="list-style-type: none"> <li>○ window.</li> <li>○ Child to sit on chair next to window, staff to ensure ventilation by opening window and wear full PPE until collection.</li> <li>• Cleaning procedure in place should this occur</li> <li>• Arrangements for informing parent community in place (email to all parents of set group after making contact with Nicky Dunford to discuss all details. Letter format already in place for use in such emergencies</li> <li>• Follow DFE Guidelines if a COVID test proves positive</li> <li>• PPE is available for all staff should they need it: masks, gloves and aprons.</li> <li>• PPE : masks, gloves and aprons is available to staff who administer first aid.</li> <li>• PPE : masks, gloves and aprons is available to staff who may need to care for an ill child whilst waiting for parents to come and pick up.</li> <li>• Donning and Doffing PPE training understood by all staff- poster displayed in isolation room.</li> <li>• First aid room for normal 'bumps and scrapes' are at our normal first aid stations.</li> <li>•</li> </ul> |  |   |
| <b>BREACHES</b> | <p><b>BREACHES</b></p> <p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches:</p> <ul style="list-style-type: none"> <li>• Handwashing</li> <li>• Cleaning</li> <li>• Conversations with parents</li> <li>• Inability to sustain placement if persistent</li> <li>• Regular reminders given; posters in all classrooms + work spaces.</li> <li>• Risks assessments around students who might struggle to follow expectations</li> <li>• Keep a log of contact beyond 15 minutes of less than 1m+ for adults/staff face to face</li> </ul>  |  | X |

| Cleaning and reducing contamination   |   |  |          |
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| <b>Contaminated surfaces spreading virus</b>  | <ul style="list-style-type: none"> <li>Classroom based resources such as sports, art and science equipment can be used and shared within the bubble. Such resources should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>School will follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting<br/> <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a> </li> </ul> |  | <b>X</b> |
| <b>Cleaning</b>   | <ul style="list-style-type: none"> <li>Deep clean took place during summer holidays</li> <li>An enhanced, thorough, daily cleaning schedule has been agreed between business manager and cleaning contractor</li> <li>removed soft furnishings, soft toys and toys that are hard to clean from all classrooms (such as those with intricate parts)</li> <li>Adequate cleaning supplies in place and longer-term arrangement for cleaning at set times during the school day(break points)</li> <li>Cleaning of village hall on a Friday to continue</li> </ul>  |  | <b>X</b> |
| <b>Shared resources and equipment increasing spread</b>                                       | <ul style="list-style-type: none"> <li>Prevent the sharing of stationery and other equipment where possible</li> <li>Children to have own stationery/ equipment in their personal trays</li> <li>Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing</li> </ul>  |  | <b>X</b> |
| <b>Sufficient handwashing facilities for staff and pupils and time to do complete hygiene</b> | <ul style="list-style-type: none"> <li>Sinks available in all classroom, also we provide supervised access to hand sanitiser in classrooms.</li> <li>Planned regular access to facilities throughout the day.</li> <li>Ensured enough hand wash and sanitiser available based on what we have learned from usage to date.</li> </ul>  |  | <b>X</b> |

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| <b> routines</b><br><br><b>Teach children to wash hands</b> | <ul style="list-style-type: none"> <li>• Frequent hand cleaning as part of normal routine. Staggered breaks allow regular access to handwashing facilities through the day.</li> <li>• Build routines into behaviour expectations and school culture via PSHE, eBug and daily expectations.</li> <li>• Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at eBug.</li> <li>• Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs.</li> <li>• Hand sanitiser will be available in each class</li> <li>• Children will be told to clean their hands on arrival at school, before and after eating, and after sneezing or coughing</li> <li>• Staff will encourage children not to touch their mouth, eyes and nose</li> <li>• Staff and pupils will be regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE.</li> </ul> |  |          |
| <b>Good respiratory hygiene</b>                             | <ul style="list-style-type: none"> <li>• Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available.</li> <li>• Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil's individual risk assessment.</li> <li>• Ensures bins are regularly emptied (min daily)</li> </ul>  |  | <b>x</b> |
| <b>Classroom organisation and infection controls</b>        | <ul style="list-style-type: none"> <li>• All classroom will be well ventilated using natural ventilation (opening windows &amp; prop doors open to the outside areas) this limits use of door handles and aids ventilation</li> <li>• Lessons will also take place outside. These will be carefully timetabled to ensure distancing of groups in school</li> </ul>   |  | <b>x</b> |
| <b>Staff issues</b>   |  |  |          |
| <b>Staff measures to reduce contact and</b>                 | When assessing the return to full opening in September the following section of the DfE guidance must be followed:   |  | <b>x</b> |

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| <b>transmission</b>  | <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a><br><b>Where this cannot be met, then the school must record why and what other control measures they will adopt.</b> <ul style="list-style-type: none"> <li>• All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</li> <li>• Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>• When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).</li> </ul> |  |          |
| <b>Managing supply teachers, visitors, contractors and other temporary visiting staff.</b> | <ul style="list-style-type: none"> <li>• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Peripatetic music is not to resume in Sept – until around half term.</li> <li>• They should ensure they minimise contact and maintain as much distance as possible from other staff.</li> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</li> <li>• School will manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival – via front door/office, sanitise on entry. No contact with children or staff beyond main office.</li> <li>• Where visits can happen outside of school hours, they should.</li> <li>• A record should be kept of all visitors.</li> <li>• It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with Social Distancing and hygiene protocols within the school.</li> </ul>   |  | <b>X</b> |

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| <b>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</b> | <p>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>Careful planning of the year groups/classes (Bubbles) should be undertaken based on staff availability.</p> <p>Supply teachers and other peripatetic staff can be engaged where necessary.</p> <p>See 'school Workforce' section of the DfE guidance:<br/> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a></p> |  | <b>x</b> |
| <b>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</b>                         | <ul style="list-style-type: none"> <li>• Talk to staff about (and/or put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including a discussion on whether training would be helpful.</li> <li>• If appropriate, seek GP or occupational health advice.</li> <li>• Possible referral to the Trust ITH for support.</li> <li>• Regular check-ins by Head.</li> </ul>  |  | <b>x</b> |
| <b>Staff understanding of new changes – safe practice at work &amp; in classroom. Teaching in a safe environment</b>                 | <ul style="list-style-type: none"> <li>• Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</li> </ul>  |  | <b>x</b> |
| <b>Accessing testing arrangements are clear for all staff</b>  | <ul style="list-style-type: none"> <li>• Guidance about testing, including the NHS 'Test and Trace' service, is available via this link <a href="https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/">https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</a></li> </ul>  |  | <b>x</b> |
| <b>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child</b>                     | <ul style="list-style-type: none"> <li>• If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a face mask/PPE should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</li> <li>• Complete set PPE available in school for such times</li> <li>• PPE donning instructions up in 1<sup>st</sup> aid space and staffroom</li> </ul>   |  | <b>x</b> |

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| <b>are clear and understood by staff.</b>   | <ul style="list-style-type: none"> <li>Covid early outbreak management guidance read by Head.</li> </ul>  |  |          |
| <b>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</b> | <ul style="list-style-type: none"> <li>Staff deemed to be clinically extremely vulnerable and clinically vulnerable can return to school in the Autumn term subject to school leaders confirmation that the school is 'covid-secure', i.e. that every reasonable step has been taken to ensure the safety of children, staff, premises and community and that the full measures as provided in the DfE guidance have been applied.</li> </ul>   |  | <b>x</b> |
| <b>Staff use of PPE<br/>Use of PPE<br/>Lack of understanding</b>  | <ul style="list-style-type: none"> <li>If any pupil coming into school whose care routinely already involves the use of PPE due to their intimate care needs this will continue in the same way. Follow guidance<br/> <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a> <ul style="list-style-type: none"> <li>Guidance on the appropriate selection and use of PPE from DCC can be found here: <a href="http://devon.cc/ppe">http://devon.cc/ppe</a></li> <li>Adequate training / briefing on use and safe disposal of PPE</li> <li>Follow guidance on putting on and taking off standard PPE<br/> <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a> and above guidance on use in education settings.</li> </ul> </li> </ul> |  | <b>x</b> |
| <b>Dealing with suspected and confirmed case/cases and outbreak.</b>  | <ul style="list-style-type: none"> <li>Trust level procedure in place for suspected cases of COVID 19</li> <li>Letter template available for use</li> <li>If we have any infection control concerns or questions, call the South West Health Protection Team on 0300 303 8162.</li> <li>If the matter is not urgent we can also email <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a>. Devon County Council's Local Outbreak Management Plan (LOMP) is available here: <a href="https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/">https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/</a>.</li> </ul>   |  | <b>x</b> |

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|  | <ul style="list-style-type: none"> <li>• IF A SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS Contact your local Health Protection Team on 0300 303 8162 or <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a> and inform the local authority by emailing <a href="mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk">educate.schoolspriorityalerts-mailbox@devon.gov.uk</a> . If there is a complex situation or an outbreak is declared in your setting, you may be asked to join an Outbreak Control Team or Local Incident Management Team Meeting. School should up-date the Schools Emergency Plan to incorporate the above links.</li> </ul>   |  |          |
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| <b>Vulnerable groups who are clinically, extremely vulnerable.</b> | <ul style="list-style-type: none"> <li>• Shielding advice for all adults and children will pause on 1 August meaning that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.</li> <li>• Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons should be followed, and those under the care of a specialist encouraged to discuss their return to school.</li> <li>• Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required.</li> </ul> |  | <b>x</b> |
| <b>Children with EHCP, other vulnerable pupils</b>                 | <ul style="list-style-type: none"> <li>• If necessary a risk assessment should be completed before attendance.</li> <li>• LA RA done for child with EHCP.</li> <li>• Staff identify any pupils who may need additional TLC/support/intervention on our return. RA to be done if necessary.</li> </ul>  |  | <b>x</b> |
| <b>School Uniform</b>  | <ul style="list-style-type: none"> <li>• Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> </ul>  |  | <b>x</b> |
| <b>Pupils unable to follow guidance</b>                            | <ul style="list-style-type: none"> <li>• Some pupils will need additional support to follow these measures. 1:1 support will be given if necessary.</li> <li>• Behaviour policy reviewed.</li> </ul>   |  | <b>x</b> |
| <b>Pupils equipment</b>  | <ul style="list-style-type: none"> <li>• Pupils to limit the amount of equipment they bring into school each day, to essentials</li> <li>• For individual and very frequently used equipment, such as pencils and</li> </ul>   |  | <b>x</b> |

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|  | <p>pens, it is recommended that staff and pupils have their own items that are not shared</p> <ul style="list-style-type: none"> <li>• PE kit to be worn all day on PE days so no bags required.</li> </ul>  |  |          |
| <b>Member of a class becoming unwell with COVID-19</b> | <ul style="list-style-type: none"> <li>• If a child is awaiting collection, they will remain in the staff room with adult supervision (PPE worn)</li> <li>• The window and door will be opened for ventilation. This area is at least 2 metres away from other people. School will communicate intentions to staff. Ensure suitable PPE (including fluid resistant face mask) is available at this location.</li> </ul>  |  | <b>x</b> |
| <b>Safeguarding all pupils</b>                         | <p>Our behaviour policies have been updated to reflect the new rules and routines necessary to reduce risk in our setting. This has been communicated to staff and parents.<br/>         Playground is secure.<br/>         The front door remains locked during school hours, buzzer entry only.</p> <p>Safeguarding lead info is available to all staff: Des Stokes 01364 621261<br/>         Deputy Safeguarding Lead- Lucy Carr 01364 621261</p> <p>Should the above be unavailable for any reason, please contact one of the other DSL's within our Trust:-<br/>         Bearnese – Alice Eeles 01626 353980<br/>         Broadhempston: Dan Turner 01803 812689 Mob: 07742610067<br/>         Cheriton Bishop – Alex Waterman 01647 24817<br/>         Drakes - Pete Halford 01395 443871<br/>         Harbertonford – Richard Charley 01803 732352<br/>         Hennock – Vic Pooler 01626 833233<br/>         Ilsington - Sam McCarthy-Patmore 01364 661208<br/>         Landscope - Jill Ryder 01803 762656<br/>         Otterton - Pete Halford 01395 568326<br/>         Stoke Gabriel – Matthew Medd 01803 782469<br/>         Tedburn St Mary – Andy Keay 01647 61338</p> |  | <b>x</b> |

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|  | Yeoford – Alex Waterman 01363 84234<br>Devon County Council Local Authority Designated Officer (LADO) can be reached on 01392 384964.   |  |          |
| <b>Transport</b>   |   |  |          |
| <b>Travel to school and provision of safe school transport:</b>                  | <ul style="list-style-type: none"> <li>Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible.</li> <li>Liase with School Transport Team where further consideration needs to be given to taxi and escort services.</li> </ul>   |  | <b>x</b> |
| <b>Curriculum</b>  |   |  |          |
| <b>Planned return to normal curriculum in all subjects by Summer Term 2021</b>   | <ul style="list-style-type: none"> <li>Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021. Recovery curriculum in place (see website)</li> <li>Transition project and 'recovery curriculum' in place.</li> </ul>  |  | <b>x</b> |
| <b>Suspension of some subjects for some pupils in exceptional circumstances.</b> | <ul style="list-style-type: none"> <li>We will be able to show that this is in the best the interests of our pupils and this should be subject to discussion with parents during the autumn term, as appropriate. Minimal and individualised.</li> <li>We will have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021.</li> </ul>   |  | <b>x</b> |
| <b>Music activities</b>  | <ul style="list-style-type: none"> <li>Distancing in place <u>when singing</u>, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side,</li> <li>Children will not share instruments, good ventilation when taking part in any music lesson.</li> <li>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further detailed DfE guidance will be published shortly.</li> </ul> |  | <b>x</b> |

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| <b>Physical activity in schools</b>  | <ul style="list-style-type: none"> <li>• Pupils should be kept in consistent groups (bubbles), sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> <li>• PE teacher to ensure distance and sanitise between groups (person and equipment)</li> <li>• Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</li> <li>• External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</li> <li>• guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust</li> <li>• Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</li> </ul> |  | <b>x</b> |
| <b>Educational visits</b>  | <ul style="list-style-type: none"> <li>• All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings</li> <li>• For additional information check with EVOLVE guidance on website.</li> </ul>  |  | <b>x</b> |
| <b>Groups of children mixing resulting in risk of more widespread transmission</b> | <ul style="list-style-type: none"> <li>• Children should be in consistent groups (Bubbles) who do not mix.</li> <li>• Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.</li> </ul>  |  | <b>x</b> |
| <b>Communications with parents &amp; others</b>                                    |  |  |          |

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| <b>Communications to parents and staff</b>  | <ul style="list-style-type: none"> <li>Regular communications in place – newsletters and additional letters</li> <li>eSchools for individual classes/teachers.</li> </ul>  |  | <b>x</b> |
| <b>Pupils and families anxious about return</b>   | <ul style="list-style-type: none"> <li>Support in place to address concerns and communications with parents on measures in place to reduce anxiety.</li> <li>Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.</li> <li>IIH support available within Trust</li> </ul> |  | <b>x</b> |
| <b>Parent aggression due to anxiety and stress</b>  | <ul style="list-style-type: none"> <li>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety</li> </ul>  |  | <b>x</b> |
| <b>Oversight of the governing body &amp; Trustees</b>   |  |  |          |
| <b>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements</b> | <ul style="list-style-type: none"> <li>The governing body &amp; Trustees continue to meet regularly via online platforms.</li> <li>The governing body &amp; Trustee agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> </ul>  |  | <b>x</b> |

| <b>Assessor's Recommendations - Additional Control Measures or Actions</b> |                                      |                           |
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| <b>List Actions / Additional Control Measures</b>                          | <b>Date action to be carried out</b> | <b>Person Responsible</b> |
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**Signed: the Principal/Head of Department:**



**Date 14.9.2020**

The outcome of this assessment should be shared with the relevant staff

A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator